



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Safety Representative
Posting Number	PN# 112062
Department	Houston Airport System
Division	Operation Services
Section	Safety
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M-F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Assists airport management in creating and maintaining a safe working environment by ensuring compliance with all applicable policies, procedures and regulatory requirements. Conducts regular safety surveys and studies to evaluate needs and to make recommendations. Inspects work sites to evaluate safe working procedures and safe working conditions and inspects facilities for hazardous conditions. Investigates all accidents and injuries (OJI's, vehicle and third party) to determine cause and recommend corrective action when necessary. This will result in periods of being in an "on-call" status. Conducts field and in-house safety training programs on work practices, new products, policies and regulatory requirements.

WORKING CONDITIONS

Performing these duties will involve: standing and walking for extended periods; be able to lift up to forty (40) pounds; operating city vehicles; dealing with people in tense situations who may become confrontational, applying specialized information; speaking and writing clearly and effectively; adjusting to critical and demanding work; working in hot, cold, wet and noisy work areas; exposure to soiled materials and light chemical substances such as cleaning solutions; visually observing and differentiating details; attending to details amid distractions; adjusting to interruptions and changes; and working as a member of the team. Must be willing and available to work beyond normal work shift hours on callout basis and under emergency conditions including weekends, holidays, and rotation. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Technology, Business Administration, Public Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in safety administration or a closely related field. Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Possess good computer skills and knowledge of combustible/toxic air monitoring, photographic equipment, and noise level instruments. Ability to operate audiovisual equipment and train personnel.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 19	
\$1,326.00 - \$1,558.00 Biweekly	\$34,476.00 - \$40,508.00 Annually

OPENING DATE

JULY 19, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:

<http://www.fly2houston.com>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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